

Event Logistics Modification Alert

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you about some important modifications regarding the logistics of the upcoming event, [Event Name], scheduled for [Event Date].

New Details:

- **Location:** [New Location]
- **Time:** [New Start Time] to [New End Time]
- **Parking Information:** [New Parking Instructions]

Please ensure that all arrangements are updated accordingly. We apologize for any inconveniences these changes may cause and appreciate your understanding and flexibility.

If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]